

## **Administration**

### **Recruitment and Appointment of Superintendent**

The appointment of a Superintendent is the legal responsibility of the Board. The Board of Education will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board, and the aspirations of the community, and foster a diverse professional staff. Efforts will be made to increase recruitment of underrepresented groups,. Applicants who can best fulfill the role will be sought from within and without the school system.

#### **1. Search Committee and Consultant**

When the Board of Education starts a search for a new Superintendent it will form a Search Committee of three members of the Board. The Board may appoint additional members to the committee including, but not limited to, students, parents, staff and community members. The Board may hire a qualified search consultant.

#### **2. Time Frame and Budget**

The Board of Education will estimate a time frame for the search and prepare a budget for the search process including anticipated expenses for all facets of the search which should be updated as the search progresses.

#### **3. Desired Qualifications, Functions and Responsibilities of Superintendent**

The Board, working with the search consultant if hired, will prioritize the functions and responsibilities of the Superintendent.

The Board will review and revise, if necessary, the job description for the Superintendent of Schools prior to beginning the search.

The Board of Education will recognize efforts made to increase recruitment of underrepresented groups. Some of the recruitment procedures will include sending notices of Superintendent vacancies to groups, such as the following types of organizations: placement offices; women's centers or minority affairs offices; Superintendent organizations; journals; associations; and other publications and associations which reach underrepresented groups. Other recruitment sources also include: local news media; local community organizations; newspapers; newsletters; and specialized employment programs. A network of people who have access to underrepresented groups of candidates will be established and maintained.

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#### **Recruitment of Superintendent** (continued)

#### **4. Interviews**

A background check of professional qualifications is essential.

The Search Committee may conduct site visits of the districts where the finalists are employed.

There may be two to three interviews -- one preliminary interview conducted by the Search Committee and/or Consultant and others by the entire Board. All Board of Education members will interview all finalists.

5. A vote of the majority of the Board members, present at a Board meeting for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.
6. The Executive Committee of the Board, in consult with the District's attorney, will negotiate the contract with the finalist which must be approved by the Board.

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NEW LONDON PUBLIC SCHOOLS  
New London, Connecticut